



## VISTA Position Description

### Fundraising Specialist



**Organization:** Saving KidSight

**Organizational Mission:**

KidSight's Mission is to prevent vision conditions and promote healthy vision in children. At KidSight, our goal is simple: to provide free vision screenings for every child under 6-years-old in Missouri. Our KidSight Mobile Vision Screening program goes out to preschools, daycare centers, Head Start sites, and community events across the state. KidSight's wraparound service follows up with families of referred children to ensure that appropriate treatment is received, with a focus on underserved families.

**Location:** Saving Sight Offices, 10560 N Ambassador Dr., Kansas City, MO 64106

**Summary of Position**

The Fundraising Specialist will work with the Executive Director to improve KidSight's fundraising program and processes in order to increase KidSight's capacity to serve children who need vision care but do not have adequate insurance coverage. Activities will include improving the relationship processes for donors and the development of new fundraising strategies. The VISTA position is an opportunity to develop KidSight's ability to serve children and their families while gaining valuable experience in nonprofit operations.

**Primary Responsibilities**

- Improve existing donor cultivation processes for annual giving. Develop all supplementary materials and engagement plans to support process improvement.
- Develop and implement a replicable fundraising event.
- Implement the fundraising event in other parts of the state.
- Create and implement a 3<sup>rd</sup> Party Fundraising program that includes outreach, policies and procedures, and promotion.
- Work with the Program Manager to coordinate communication plan and fundraising efforts, with responsibility to create content specific to donors and the fundraising audience.
- Support Executive Director in creating evaluation strategies for fundraising program.
- Develop, coordinate and supervise volunteer liaisons, KidSight's speakers bureau and communication partners.
- Work with volunteer liaisons to create outreach presentations and handouts. Train liaisons on presentation skills and information.
- Represent KidSight at stakeholder and funder meetings, events, and other opportunities throughout Missouri, with a focus on the Greater Kansas City area.
- Work with the VISTA Outreach Specialist to coordinate outreach and fundraising efforts.

## **Preferred Qualifications**

KidSight is looking for individuals who excel at working independently and with a team, who are able to adjust to changes quickly and with grace, who have a positive stakeholder orientation, and who can sustain attention to detail.

Specific qualifications include:

- Nonprofit experience a plus.
- Excellent interpersonal, written, verbal, and phone communication skills required. Public speaking experience a plus.
- Strong organizational skills, problem-solving abilities and attention to detail.
- Bachelor's degree or equivalent combination of education and experience is important.
- Fundraising, marketing, communications, public health, social work, nonprofit, or vision health care experience/education a plus.
- Ability to quickly learn new technologies, software, and applications; including Microsoft operating systems, Microsoft office, general database and web-based applications.
- Able to work a flexible schedule. Some weekends and evenings required.
- Employee will be required to travel and arrange own transportation. (Drivers must have valid driver's license, personal vehicle, and acceptable driving record as determined by the organization.)

**Contact:** For more information about this position, please contact:  
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